

**London Mathematical Society  
Society Lectures and Meetings Committee  
Terms of Reference**

**1. Constitution and Purpose**

- 1.1 This is a Committee of Council.
- 1.2 This Committee shall have the authority to arrange and coordinate the Society's programme of scientific meetings and lectureships, and to propose new initiatives in this area.
- 1.3 This Committee shall provide strategic advice to Council on matters relevant to scientific meetings and lectureships.

**2. Roles and responsibilities**

- 2.1 The Society Lectures and Meetings Committee will have the following roles and responsibilities.

Advice to Council

- 2.2 The Committee shall provide advice to Council on Society Lectures and Meetings by:
  - i) reviewing and developing the Society's policies and activities relating to its programme of scientific meetings and lectureships; and
  - ii) ensuring that Council is kept informed of matters relevant to scientific meetings and lectureships.

Activities

- 2.3 The Committee shall undertake relevant activities for Society Lectures and Meetings by:
  - i) arranging the Society's programme of Ordinary and General Meetings and lectureships (listed in the appendix), in accordance with the Society's Statutes and By-Laws where necessary; and
  - ii) liaising with any relevant bodies on related matters.

Budgets and Reporting

- 2.4 The Committee is responsible for:
  - i) keeping within any budget delegated to it by Council and spending it effectively;
  - ii) advising Council on budget forecasting and expenditure; and
  - iii) providing regular reports to Council.

### **3. Membership**

- 3.1 The Committee shall consist of 7 members.
- 3.2 The Chair shall be appointed by Council from among the Committee members. In the absence of the Chair the remaining Committee members may appoint an Acting Chair for that meeting from among their members.
- 3.3 All Committee members shall be appointed by Council.
- 3.4 The Committee members will normally be members of the Society and shall each serve a term of office of no longer than 6 years in total (2 terms of 3 years).
- 3.5 The Committee will have the right to invite non-members to attend for specific discussions. Such guests will not have voting rights.

### **4. Frequency and format of meetings**

- 4.1 The Committee shall meet as required in execution of its duties under section 2 above, although not normally more than 2 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.
- 4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.
- 4.3 Each Committee Member shall be expected to take an active role in electronic discussions.

### **5. Attendance**

- 5.1 If a member is absent without reasonable cause for three or more consecutive meetings the member will be considered to have resigned from the Committee.
- 5.2 Representation from committee members is expected at all Society events relevant to the Committee.
- 5.3 The following LMS executive staff shall normally attend Committee meetings: Executive Secretary, Head of Society Business, Membership & Grants Manager.
- 5.4 The secretariat support for the Committee shall normally be provided by the Membership & Grants Manager.

Agreed by Council  
13 October 2017

## **Appendix: the current programme of Ordinary and General Meetings and lectureships**

General Meeting & Hardy Lecture  
Annual General Meeting  
Northern Regional Meeting  
Midlands Regional Meeting  
Southwest and South Wales Regional Meeting  
Meetings joint with other societies  
Meetings to mark anniversaries  
Meetings at European Congress of Mathematicians  
Meetings at International Congress of Mathematicians

Spitalfields Days

Hardy Lectureship Tour  
Invited Lecture Series  
Forder/Aitken Lectureship tours with New Zealand Mathematical Society  
Hirst Lectureship